

**Water/Wastewater Commissioners’
Meeting Minutes
November 8, 2011**

Present: Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher
Evelyn Gendron
Absent: Robert E. Courage, Chairman

Call to Order:

Vice-Chairman Putnam called the meeting to order at 6:00 p.m.

Decisions:

Approval of Final Minutes – Commissioner White made the motion to table approval of meeting minutes until the next commissioners’ meeting. Vice-Chairman Putnam seconded the motion.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the October 2011 Bill Commitment 111031 and for the October 2011 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the October 2011 Bill Commitment 111031 and for the October 2011 Final Bills issued.

Sewer Abatement Requests – The Commissioners approved the following sewer abatement requests as follows:

58 Patch Hill Lane – Jessica Hardwick, Water Utilities Billing Clerk, explained the circumstances surrounding this request for a one-time adjustment for lawn care and the commissioners reviewed the billing history details provided, noting the water did not enter the sewer system and the amount of usage being abated is 5,863 cubic feet. Based upon the recommendation of Superintendent Boucher, Commissioner White made the motion to approve this sewer abatement request in the amount of \$195.24. Vice-Chairman Putnam seconded the motion. All voted in favor.

32 Mayflower Drive – Mrs. Hardwick said that the reason for this one-time adjustment was due to a pool fill which had occurred during the summer months and that the resident now understands the policy to promptly report such water usage. Based upon the recommendation of Superintendent Boucher, Commissioner White made the motion to approve this sewer abatement request in the amount of \$46.89. Vice-Chairman Putnam seconded the motion. All voted in favor.

Updated Water/Sewer Entrance Fees – Superintendent Boucher distributed the memo prepared by Jack Sheehy, Director of Financial Operations, dated October 25, 2011 regarding the updated Water and Sewer entrance fees presented by Guy Scaife, Town Administrator, during the previous meeting. In response to Commissioner White’s inquiry, Mr. Boucher explained how the new calculations will go

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into effect. Commissioner White made the motion, seconded by Vice-Chairman Putnam, to table this matter out of professional courtesy for the Chairman's absence this evening, and to discuss this topic during the next meeting. Mr. Boucher will invite Mr. Sheehy to attend that November 22nd meeting.

Curtis Well #1 Well Cleaning and Motor Replacement – Request for Quotation and Specifications – Superintendent Boucher distributed the bid package information dated November 3, 2011 as prepared by Gary Smith, Wright-Pierce and said that the quote is expected to be received by 2:00 p.m. on November 18th. He said that the commissioners should review and approve the specifications and that he would forward the information to the Denis L. Maher Company in Ayer, MA. Upon review, Vice-Chairman Putnam made the motion to approve the specifications and authorize Superintendent Boucher to forward the information to the Denis L. Maher Company, noting that the address requires correction. Commissioner White seconded the motion. All voted in favor.

Discussion/Information Items:

Septage Receiving Facility Project Update – Superintendent Boucher said that the pre-concrete meeting was held recently and that the form should be poured on Monday. The Weston & Sampson electrical crew was on-site working on the conduit. Commissioner White said he had spoken with the Weston & Sampson Site Supervisor, Mr. Coleman, and with Mr. LaBranche of Stantec Consulting to resolve the pad/rebar depth issue; ultimately it was agreed that a depth of not less than 2", versus the originally specified 3" depth, would not minimize the effectiveness of the end product. Mr. Boucher distributed a memo prepared by Mr. Franz Vail, Construction Management Section, Wastewater Engineering Bureau, NH DES, addressed to Mr. Rene LaBranche, Stantec Consulting, dated October 31, 2011 regarding the Milford WWTF Septage Receiving Facility, Change Order No. 1. He showed the quote received from Halliday for the septage line and odor control to Commissioner White, noting that the quote was vague and that in-house installation options are still being explored/discussed with Mr. LaBranche, and Commissioner White agreed that an excavator would be required. Commissioners White and Putnam agreed that the Halliday price was high given the level of work with the stubs. Vice-Chairman Putnam asked when additional information on this would be available. Mr. Boucher replied that Mr. LaBranche should be forwarding updated odor control line tie-in designs by next week.

Sewer Rate Study - Update – Superintendent Boucher distributed an email dated November 4, 2011 from Mr. Sheehy which asked why sewer rates hadn't been increased in 2009 as had been recommended in the 2006 rate study. Mr. Boucher reminded the commissioners that the difficult economy, coupled with a water rate increase and the change in Superintendents were all factors. He added that aspects of the 2006 study projections had closely materialized and had the 2009 rate increase occurred as originally recommended, a 2012 increase would have come due, which would now equate to an 18% increase. Commissioner White asked when Mr. Sheehy would make the updated rate study figures available to the Board. Mr. Boucher said he would be meeting with Mr. Sheehy and would invite him to the November 22nd Commissioners' Meeting.

Curtis Well Field – Superintendent Boucher said the hydrant would be installed on Tuesday at Curtis Well field and that everything, including the SCADA, seems to be running well. He said that Jim Young, the Water Department Foreman, had been verifying the transducer readings. Mr. Boucher planned to go over the activity punch list with Mr. Berg of Wright-Pierce to determine which could be done by in-house personnel.

Activities Report – Reviewed by the Commissioners. Vice-Chairman Putnam asked Mr. Boucher to determine the reason why the hydrant at the corner of Tonella Road is out of service. Commissioner White asked Mr. Boucher to explain the protocol for returning a hydrant to service status.

Tax Collector's Notice of Two Property Liens – Mrs. Hardwick explained that this is just an informational courtesy piece of information that tax liens were executed September 30, 2011 against two taxpayers who receive sewer only from the Town of Milford (no water services) who did not respond with payment as demanded. The liens were filed with the Hillsborough County Registry of Deeds.

Miscellaneous Water Utilities Project Updates – Superintendent Boucher discussed the storm clean-up details and the removal of three large trees on the Water Utilities grounds. The cost will be submitted to Primex along with the cost of LaViolette Controls to restore communications after the storm. Mayflower Tank had begun to overflow, but notice had promptly reached us from a neighbor. All communications had dropped to “default” status. Commissioner White asked that the commissioners be informed as to how Primex responds. Mr. Boucher said that the “ball is still rolling” with respect to the North Street issue; Attorney Quinn, representing the Caldwells (on the Milford side), would be contacting Meridian Land Services; Meridian would then contact Superintendent Boucher regarding a proposed water line location and elevations; a quote will be submitted to Attorney Quinn, at no cost to the Town at that point, and the Seposts and the Town of Amherst will be notified. He said that Attorney Drescher will advise the PUC, because water will be provided to another town and obtain approval, and that Pennichuck Water or the City of Nashua may have to be contacted for a Town of Amherst waiver, as well as the Amherst Selectmen. Mr. Boucher said that we have the right to install up to the water stop and someone else could extend the line up to the Sepost property, and it is yet to be determined who will service that main line once it is installed, considering the town right-of-way.

Commissioner White made the motion to authorize Superintendent Boucher to proceed with contacting Meridian Land Services and to continue progressing toward a resolution to separate the existing water connection between the two properties bordering the Towns of Milford and Amherst. Vice-Chairman Putnam seconded the motion. All voted in favor.

Mr. Boucher said he is looking at getting two quotes for a shared driveway at 9 and 11 Willow Street from Thibodeau Paving, and he will check with the Collection System Foreman to see if others had been contacted, to re-pave half a driveway and all of the driveway, which extends from a 2009 sewer project. When the road was paved, it was raised higher than the original grade, resulting in flooding/winter ice issues to the driveway. Superintendent Boucher said he is working with Rick Riendeau, DPW Director, on this issue and the Collection System Foreman had shot the points to determine the pitch/direction. Commissioner White offered his assistance in looking at the grade issues; Mr. Boucher said he would appreciate the elevations being reviewed. Commissioner White said he would drive by and look into the matter.

Mr. Boucher distributed the email received from Attorney Wiesner regarding the City of Nashua/Pennichuck NHPUC Hearing dated November 1, 2011.

Mr. Boucher said that he believes the Keyes pump house is still the property of the Water Utilities Department, which is currently utilized by the Recreation Department and there is equipment stored inside owned by the Water Utilities Department, such as propane, a caustic transfer pump and motor.

He distributed an email forwarded by Executive Assistant Dawn Griska dated November 8, 2011 indicating that the NH Fish and Wildlife wants permission to utilize that pump house next year in the fall and winter months to install monitoring equipment regarding salmon activity before seeking the finances to undertake the project. Mr. Boucher said that he hopes to have the Kokko/Keyes well decommissioned prior to next fall/winter and the Water Utilities equipment be removed, and said that the NH Fish and Wildlife would like a reply from the commissioners fairly soon so that they can seek the project funds. Commissioner White made the motion to approve the use of the NH Fish and Wildlife personnel's use of the Keyes pump house for the purpose of installing equipment to monitor fish activity as described in their email dated October 13, 2011. Vice-Chairman Putnam seconded the motion. All voted in favor.

Superintendent Boucher explained the copy of the November 7, 2011 letter he addressed to the Wilton Sewer Commission regarding his position on a proposed private septage receiving facility by Mr. Harold Wheeler, submitted in response to the request received from Mr. Bob Duquette, Wilton Water and Sewer Commissioner. Mr. Boucher said his letter cites reasons for continuing his position of "no support" for this proposed septage receiving facility, a position continued since 2006. He added that the Wilton Commissioners would like to meet soon, as schedules allow, with the Milford Commissioners to keep up to date on several matters, including grant applications, water connections, introduce Commissioner John Jowders, etc.

Mr. Boucher said that the National Water Main Cleaning Company would be on-site for two days' work with the Collection System Foreman.

Commissioner White and Mr. Boucher discussed the recent repairs needed to "Truck 36" and it was agreed that in the future the Water Utilities Department personnel would follow the proper protocol for communicating vehicle repairs, as well as for pursuing street opening permits. Mr. Boucher said that, overall, a good rapport exists between the two departments, as most communication issues are brought up during the monthly interdepartmental meetings, and that these two topics would be discussed with the Water Utilities personnel right away.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, November 22, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Commissioner White at 7:15 p.m. Vice-Chairman Putnam seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date